

# **AS/A Level Applied Information and Communication Technology 9713**

## **Unit 12: Integration 1**

### **Recommended Prior Knowledge**

Students will require a basic understanding of the operating system. In preparation for this module it is recommended that the material from IGCSE IT (syllabus 0418) has been covered, especially the whole of section 12 (Integration).

In preparation for this module you could cover the following topics: handling passwords to gain access to the operating system, applications software and data. They will also require a basic knowledge of file management techniques including:

- creating, renaming, deleting and access to directories/folders
- browsing a directory or folder
- creation of different file types

### **Context**

This unit can be studied on its own or in conjunction with other practical units. It is recommended that other practical units like Unit 8 (Software Selection), Unit 9 Communication, Unit 10 (Document and Presentation Production) and Unit 11 (Databases and Charts) are studied before this unit.

### **Outline**

This unit covers the following areas:

The use of a range of software packages to combine

- text
- images
- graphs/charts
- numeric data.

AO	Learning outcomes	Suggested Teaching activities	Learning resources
12a	Combine text, images, graphs/charts and numeric data to produce a single document/presentation/report.	<p data-bbox="741 323 1574 363">Revise drag and drop, cut, copy and paste and object link embedding.</p> <p data-bbox="741 539 1417 579">Introduce importing objects into an applications package.</p> <p data-bbox="741 722 1597 970">Combine a variety of objects into a word processing/ desktop publishing document or presentation, like text, clip art, graphs/charts, database report, data table, numeric data and data from a website. Import objects from a variety of different sources like scanner, digital camera and websites. Ensure that information is placed as specified and that the consistency of display (including house style) is maintained. Ensure that information extracted from external sources is free from copyright or other legislation.</p> <p data-bbox="741 994 1518 1058">Repaginate documents to ensure that page breaks are positioned appropriately. See unit 10e(iv)</p>	<p data-bbox="1630 323 2056 475">Prepare a variety of source objects which students can copy, import, embed into a word processed or desktop published document, a presentation or other form of report.</p> <p data-bbox="1630 531 2056 691">Prepare a variety of source objects which students can copy, import, embed into a word processed or desktop published document, a presentation or other form of report.</p>